

INVITATION TO BID
THE TOWN OF GARRETT PARK
A Municipal Corporation of the State of Maryland

For
Safe Routes to School Sidewalk Project
Right of Way Survey

Sealed bids for the Project named above should be addressed to the Town of Garrett Park and will be received at the Garrett Park Town Office, PO BOX. 84, 4600 Waverly Avenue, Garrett Park, MD 20896, until the time set forth below at which place and time they will be publicly opened and read.

Description of Project:

This project is to conduct a survey of the right of way available for the engineering and construction of sidewalks along portions of Kenilworth Ave., Oxford St., and Clermont and Montrose Aves in the Town of Garrett Park.

All engineering and design work as well as construction oversight will be for the Town of Garrett Park, located in Montgomery County, Maryland.

Bid Opening Date: **TBD** **Time: 4:00 PM**

Copies of the Bid Documents may be obtained at the Garrett Park Town Office, PO BOX. 84, 4600 Waverly Avenue, Garrett Park, MD 20896, 8:00 a.m. to 4:00 p.m. Please telephone 301-933-7488 in advance to avoid delay in picking up the Bid Documents.

All bidders understand and agree that the Town of Garrett Park hereby reserves the right to reject any or all bids and to waive any omissions, errors, mistakes, defects or irregularities in any bid, and to accept the bid, which, in the judgment of the Owner, is in the Town's best interest.

INFORMATION FOR BIDDERS

I. BIDDING PROCEDURE

A. Submitting a Proposal

1. Before submitting a Proposal, each Bidder should carefully read the Request for Proposal Documents, may visit the sites of the work, and must be fully informed of all conditions outlined in the Scope of Work in this RFP, Site visits shall be coordinated with the Town Manager. Contact Mr. Gene Swearingen at (301) 933-7488.
2. This is a proposal request for a survey of the right of way to accommodate sidewalks under the Safe Routes to School (SRTS) Grant program. The routes funded

by the SRTS grant must meet all Maryland State Highway Administration (SHA) and Federal grant requirements for this program as well as specific requirements of the Town.

3. All Proposals must indicate the bidders understanding of the project, information on similar work performed, a time frame for completing the work requested and total contract price.
4. All Proposals must be signed by the Bidder with name and address. The Proposals must be enclosed in a sealed envelope marked "Proposal for Contract SRTS 15-01, Safe Routes to School Sidewalk Right of Way Survey".
5. The Town reserves the right to reject any and all bids and the right to disregard any or all non-conforming or conditional bids or counter bids.
6. Bids may be modified in writing or withdrawn at any time prior to the opening of Bids. Oral, telephonic, or electronic Bids are invalid and will not receive consideration.
7. Bidders are advised that, work under this Contract should start within thirty (30) days after approval of the Contract.
8. Bidder shall assume full responsibility for timely delivery of bids to Town Offices. Bids received after the designated time for the public bid opening will be returned to the bidder unopened.
9. Bids will be publicly opened and read aloud at the time and place set forth in the Invitation to Bid. Unit prices and bid totals will be made available at the Bid Opening. Bidders and other interested parties may be present in person or by representative.
10. No Bidder may withdraw a Bid within thirty (30) days after the actual date of the opening of the Bids. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened. Should there be reasons why the Contract cannot be awarded within the specific period; the time may be extended by mutual agreement between the Town and the Bidder.
11. A bidder may submit only one Bid for this Contract. More than one Bid from an individual, firm or partnership, corporation or association under the same or different names will not be considered for this Contract and will be considered grounds for disqualification of the Bids involved.
12. If the Town chooses to award this Contract it will be awarded to the bidder which presents the best value to the Town. The Town shall be the sole judge of which proposal is deemed the best value.

B. Work Under This Contract

1. Work described herein shall be in accordance with the Scope of Work in this proposal, technical and administrative provisions of the State Highway Administration, the state and federal Safe Routes to School program requirements, and additional requirements established by the Town.

C. Notice to Bidders

1. **Foreign Corporations:** As required by Maryland Law, all foreign corporations doing business within the State of Maryland are required to be registered with the State Department of Assessments and Taxation. In order to be eligible to contract with the Town, compliance with this law is mandatory.
2. **Affidavit of Non-Conviction:** Maryland laws require an affidavit by the Bidder as to whether or not the individual or the business entity has ever been convicted of bribery in the State of Maryland or elsewhere. Bidders must complete the form, "Affidavit of Non-Conviction". The completed form must be submitted with the Bid.
3. The Town will consider, in determining the qualifications of the Bidder, its record in the performance of any contracts for engineering work into which it may have entered with the Town or with other public bodies or corporations. The Town expressly reserves the right to reject the bid of any Bidder if such record discloses that such Bidder, in the opinion of the Town, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded its obligations.
4. The Town may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Town all such information and data for this purpose as it may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder, fails to satisfy the Town that such Bidder is a responsive and responsible Bidder in accordance with the criteria set forth herein. Conditional bids will not be accepted.

D. Interpretation of Documents

1. If any person contemplating submitting a Bid for the proposed Contract is in doubt as to the true meaning of any sections of the Contract Documents or finds discrepancies in or omissions, he/she may submit to the Town of Garrett Park, Gene Swearingen, Town Manager, 4600 Waverly Avenue, Garrett Park, MD 20896, phone (301) 933-7488, fax (301) 933-8932, email: garrett-park@comcast.net a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. *Questions received after 4:00 PM _____ will not be answered.* Any interpretation or correction of the proposed Documents will be made only by an Addendum duly issued, and a copy of such Addendum will be sent, by email, to each person having requested a set of such Documents from the Town. The Town will not be responsible for any other explanations or interpretations of the Contract Documents.
2. Any and all Addenda issued prior to the date of Bid submission shall become a part of the Contract Documents and shall be covered in the Bid price.

E. Taxes

1. The Contractor shall pay all Federal, State and local taxes for equipment, materials and other items required for this Contract.

F. Equal Employment Opportunity and Non-Discrimination

1. All Contractors and subcontractors working for the Town must comply with the following:
 - a. All Civil Rights laws of the United States and of the State of Maryland;
 - b. All anti-age discrimination laws of the United States and the State of Maryland;
 - c. All anti-sex discrimination laws of the United States and the State of Maryland;
 - d. All anti-handicapped discrimination laws of the United States and the State of Maryland.

II. AWARD OF CONTRACT

A. Execution of the Contract

1. The Contract will be awarded by the Town within thirty (30) days of the Bid opening date to the Bidder providing the best value or the Bids may be rejected as the interests of the Town may require. The Contract may not necessarily be awarded to the lowest bidder. The Bid as submitted shall serve as the final Contract acceptance document.

III. OVERVIEW AND SCOPE OF WORK

Overview

The Town of Garrett Park is conducting engineering for the potential construction and replacement of sidewalks in the Town under a federal grant as part of the Safe Routes to School program, administered in Maryland by the State Highway Administration. It is the intention of the Town to construct and/or replace the proposed sidewalks entirely within the Town-owned right of way adjacent to the streets. The design engineers have prepared approximate right of way boundaries in order to complete 15% design documents, which are included in this RFP. As the process continues toward 30% design it has been decided that conducting a survey to ascertain exactly what the boundaries of the right of way are and to mark them in the field will assist in determining the flexibility of sidewalk alignment and landscape adjustment. It will also permit adjacent homeowners, interested residents, and the Town government to review the 30% plans and their possible impact, as well as alternative manners of implementation. Finally, the survey and markers will ensure that, should the project move past the 30% design phase, the contractor performing construction will have the available right of way for construction clearly defined.

Scope of Work

With this in mind the Town has developed the following tasks to be accomplished by the surveyor:

1. Determine through a survey the location of the Town-owned right of way on the side of the street on which the sidewalk construction is proposed for the following location, shown also in the 15% design documents:
 - a. Oxford Street from the end of the existing sidewalk at the corner of Oxford and Montrose to the intersection of Oxford and Weymouth, on the south side of the street (14 properties adjacent to the right of way)
 - b. Kenilworth Avenue, starting at the end of the existing sidewalk located at the intersection of Kenilworth and Waverly, and extending the sidewalk to Kenilworth and Argyle, on the west side of the roadway (9 properties adjacent to the right of way)
 - c. Clermont and Montrose Avenues, from Clermont and Strathmore to Clermont and Montrose on the west side of the roadway, and along Montrose on the east side one block to Waverly (21 properties adjacent to the right of way)
2. Determine the edge of the right of way and the corner points at which each property adjacent to the right of way intersects the right of way.
3. Determine the approximate location of the existing roadway edge and of the roadway centerline.
4. Produce drawings of the right of way, the location of the existing roadway edge, and the roadway centerline to be provided to the Town in hard copy at a scale of 1" = 30', PDF files of each drawing, and electronic files of the information in a format to be determined jointly by the Town and the surveyor.
5. Physically mark the corners of each property which abuts the right of way, any breaks in a straight line between property edge markers, and a center point of any curve. Markers should be temporary, but able to stay in place for at least a year and must be easily visible to avoid any injury by contact and to allow observers to ascertain the limits of the right of way easily (such as rebar painted bright orange.) The Town and the surveyor shall agree on the form of the markers.